



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 12920.1B
SO-1
23 December 1986

SECNAV INSTRUCTION 12920.1B

From: Secretary of the Navy

Subj: SENIOR EXECUTIVE SERVICE (SES)

Ref: (a) Civil Service Reform Act, 5 U.S.C. 3131 et seq (NOTAL)
(b) DOD Directive 1403.1 of 18 Oct 1982 (NOTAL)
(c) SECNAV Instruction 5430.78C

Encl: (1) Charter for the Department of the Navy Civilian
Executive Resources Board (DONCERB)
(2) SES Rotation Program
(3) Summary of Assigned Delegated Responsibilities under
SES

1. Purpose. To revise policies and procedures governing the Department of the Navy (DON) Senior Executive Service (SES) program consistent with the provisions of references (a), (b) and (c). Enclosure (1) provides a charter for the Department's Civilian Executive Resources Board (DONCERB). Enclosure (2) provides the SES Rotation Program. Enclosure (3) provides a summary of assigned responsibilities relating to the SES. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 12920.1A.

3. Applicability. Applies to all Navy and Marine Corps activities employing SES members, or candidates for SES membership.

4. Background. A major feature of reference (a) was the formation of the SES. Included in the SES are managers and supervisors above the 15 level of the General Schedule and below level III of the Executive Schedule. The SES is a separate personnel management system and is designed to create a cadre of exceptionally competent and dedicated Government executives. Reference (a) also required establishment of programs to ensure continuing excellence in the SES.

5. Objectives. The objectives of the DON SES program are to ensure that:

a. DON attracts and effectively utilizes the highest quality civilian executives available.

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b. DON SES members are responsive to the needs, policies and goals of the Department and the Nation.

c. DON SES members are provided appropriate opportunities for challenging and rewarding work; are evaluated fairly on their performance; and are compensated in a manner consistent with their accomplishments.

6. Definitions

a. Ad hoc Executive Resources Boards (AERBs). Boards appointed by the component ERB to conduct the merit staffing process for SES career appointees.

b. Appointing Official. Heads of Echelon 1 and 2 organizations and, where delegated, heads of field activities.

c. Career Appointee. An individual in an SES position whose appointment to the position, or previous appointment to another SES position, was based on approval of the individual's executive qualifications by the Office of Personnel Management (OPM).

d. Career Reserved Position. SES position that may only be filled by a career appointee, and for which it is justifiable to so restrict the appointment, in order to ensure the impartiality, or the public's confidence in the impartiality, of the Government.

e. Component Executive Resources Boards (ERBs). Boards appointed by the Secretary of the Navy (SECNAV) to exercise appropriate program planning and management responsibilities for their SES program, and to oversee the merit staffing process and executive development for career appointees in the SES. The DON component ERBs are:

- (1) Secretariat;
- (2) Office of the Chief of Naval Operations;
- (3) Headquarters, U.S. Marine Corps;
- (4) Office, Chief of Naval Research, headquarters and field;
- (5) Naval Sea Systems Command, headquarters and field;

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- (6) Naval Air Systems Command, headquarters and field;
- (7) Naval Facilities Engineering Command, Naval Supply Systems Command, and Strategic Systems Project Office headquarters & field, and
- (8) Space and Naval Warfare Systems Command and Research and Development Centers.

f. DON Civilian Executive Resources Board (DONCERB). Board composed of senior DON military and civilian officials and chaired by the Under Secretary of the Navy (UNSECNAV). UNSECNAV is responsible, with the advice of the DONCERB, for the overall management of the DON SES Program, and is responsible for setting overall policy regarding executive positions and personnel. The DONCERB is responsible for total SES management including the DON Rotation Program.

g. Executive Development. Continuing training and development of incumbent executives through executive development programs.

h. General Position. SES position that may be filled by any type of authorized appointment including career, noncareer, limited term or limited emergency.

i. Noncareer Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

j. Performance Review Boards (PRBs). Boards comprised of SES members and officers of flag rank, constituted for the purpose of considering the initial performance appraisals of SES members and making recommendations to appointing authorities concerning those appraisals. Career SES members shall constitute more than 50 percent of each PRB.

k. PRB Sponsor. Heads of organizations with responsibility for sponsorship of first level (organizational) PRB's--e.g., Under Secretary of the Navy; Chief of Naval Operations; Chief of Naval Research; Commander, Naval Sea Systems Command; and Commander, Naval Air Systems Command.

l. Qualifications Review Boards (QRBs). Boards composed of SES members from various agencies, established by OPM to certify the executive qualifications of candidates for initial appointments as career SES members.

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m. Selecting Official. Heads of Echelon 1 and 2 organizations, and, where delegated, heads of major components within Echelon 1 and 2 organizations and heads of field activities.

7. Position Allocation and Establishment

a. Allocation of Positions to DON. OPM, in consultation with the Office of Management and Budget (OMB), allocates the number of SES positions to each agency, including DOD, for a 2-year period. The Secretary of Defense (SECDEF), in turn, makes specific allocations to the military departments and defense agencies, including the total number that can be filled by noncareer appointees and the minimum number of career reserved positions that must be maintained.

b. Changes to the Allocations to DON. Written requests for changes to these allocations are made to OPM, via SECDEF, per the following schedule:

(1) Annually, DON requests authority to employ the required number of noncareer appointees.

(2) Biennially, during even numbered years, DON submits a request for the specific number of SES positions required for two fiscal years following the year of the request.

c. Allocation of Positions within DON. The DONCERB, acting on behalf of SECNAV, apportions the DON allocation among the SES components. Management of SES resources is the responsibility of the SES component, except as may be limited in 7d and 9a, below, and elsewhere in this instruction. Spaces for which no action is initiated within six months after allocation will be considered by the DONCERB for reallocation to meet DON-wide priorities. Actions taken by SES components under the delegations in this subparagraph will be reviewed annually by the DONCERB.

d. Establishment of Individual Positions. Within the allocations and under the delegation of authority specified in subparagraph 7c, components are free to assign spaces to specific executive positions. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) is the DON official charged with responsibility for the establishment of individual SES positions (to include major redescription of existing positions). This authority may not be redelegated.

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8. Executive Compensation

a. Executive Salary Levels (ES). Each senior executive will be paid at one of six salary levels (ES-1 through ES-6). The rate of pay for each ES level is established and adjusted by the President.

(1) New Appointments. New career SES members will have their salaries set at one of the six ES levels in consideration of the following criteria: the responsibilities of the position, the qualifications of the individual and their probable impact upon the position being filled, and special recruitment problems. Employees appointed to SES from other Federal pay systems will not be assigned a rate of pay lower than their present rate. The distribution of SES members among the ES levels should also be considered. Authority for setting pay has been delegated via the chain of command to selecting officers and may be exercised by selecting officials within the framework of this policy, with the exception of appointments to the ES-5 or ES-6 level which require prior approval of UNSECNAV. Noncareer SES members will have their salaries set by SECNAV.

(2) Adjustments to Pay. Pay adjustments may not be effected within the 12-month period following initial appointment or receipt of the last pay adjustment. A single one or two step increase may be authorized for SES members based on their performance in conjunction with other factors, such as, their qualifications, the relative responsibilities of their positions, and the market place. It should be progressively more difficult to move up the scale as one goes from the lower levels (ES-1/2), to the highest levels (ES-5/6). When setting pay and adjusting pay for performance, appointing officials should consider the responsibility of the position as well as the "rank-in-the-person" concept. Appointing officials have been delegated, via the chain of command, authority to approve ES level increases through ES-4. For advancements to the ES-5 and ES-6 level, prior approval of the Chair of the DONCERB via the component ERB is required. A decrease of one level, based on performance, may be authorized by the appointing official only after a written 15 calendar day advance notice to the individual and the UNSECNAV via the Chair of the component ERB is completed. Employees converted to the SES on 13 July 1979 may not have their salaries reduced below that rate payable immediately prior to conversion.

b. Awards and Incentive Pay

(1) Career SES members are eligible to receive special recognition, awards, and incentive payments, including bonuses for excellence of performance, Meritorious Rank for sustained

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accomplishment, and Distinguished Rank for sustained extraordinary accomplishment. Bonus payments, which cannot be less than five percent nor greater than 20 percent of a SES member's salary, are authorized by SECNAV, and Meritorious and Distinguished Ranks, with their attendant stipends of \$10,000 and \$20,000, respectively, are granted by the President. Each year, SECNAV will determine the number of bonuses to be submitted by DON, giving consideration to the limitations imposed by law or regulation. Total fiscal year compensation for a SES member, including base pay, bonus or rank award, may not exceed the payable salary for Executive Level I. If the total compensation does exceed Executive Level I, the executive will receive a lump sum payment for the excess at the beginning of the next fiscal year. The lump sum payment will then be taken into account when applying the Executive Level I ceiling during the next fiscal year.

(2) In addition to the awards outlined above, all SES members are eligible for consideration for other kinds of awards under 5 U.S.C. 4502 through 4505, i.e., incentive awards-- inventions, suggestions and special acts. Special Act awards are granted by the component ERB and are limited to \$4,500 or less per award. Sustained Superior Performance (SSPs) awards are not appropriate for SES members as they are duplicative of bonuses and executive rank awards. Other awards are subject to approval of the DON Awards Review Panel (DARP).

9. Staffing of SES Positions. The staffing of SES positions is an active, ongoing process which should not be dependent solely upon a position becoming vacant. A component's SES positions and SES members should be managed the same as other resources. Therefore, each SES component must develop, through the use of their ERB, a continuing program that will review the need for specific SES billets, and consider SES members for reassignments. Each career SES member will be considered for rotation not less than once every five years. Rotational assignments should be made on the basis of meeting the needs of the component, the Department of the Navy, and the individual. The DONCERB must be briefed on ERB proposed exceptions to the 5-year rotation policy. Career SES positions may be filled by other methods also; for example, merit searches and other internal placement processes, including transfers from other DOD components; transfers from other federal agencies; and reinstatement of former SES members. In determining the appropriate method, consideration should be given to career enhancing opportunities for SES members through selective reassignment, and other factors, such as identification of a

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sufficient number of highly qualified candidates to ensure appropriate selectivity, reaching of minorities and women when underrepresentation exists, and ensuring an adequate flow of executives into government service from the private sector.

a. Career Appointments. Positions may be filled by career appointees as a result of internal placement or recruiting actions. The process is conducted under the component ERB which is appointed by SECNAV, with delegated authorities as outlined in enclosure (2).

(1) Internal Placement. Appointing officials may reassign an SES member to another SES position under their control. Before doing so, however, all other component ERBs must be notified of the vacancy and the planned method for filling the vacancy. The other component ERBs will have 15 days to suggest an alternative candidate, or otherwise comment upon the planned staffing strategy, to the affected ERB. If the ERBs are unable to agree, the argument may be presented to the DONCERB for resolution. The SECNAV or UNSECNAV may direct the reassignment of any SES member when it is deemed to be in the best interest of the Department of the Navy. A DON SES member may be reassigned to any position for which qualified, subject to the conditions below.

(a) If the reassignment is involuntary and within the commuting area, a written 15 day advance notice must be provided to the SES member.

(b) If the reassignment is involuntary and beyond the commuting area, the SES member must be provided with a 60-day written notice stating the reasons for the reassignment. Prior to the issuance of this notice, the head of the activity must consult with the employee on the reasons for and the employee's preference relative to the proposed reassignment.

(c) If the reassignment is to be voluntary, the SES member's waiver of either the 15 or 60-day notice must be acknowledged in writing by the SES member and maintained as a part of the Official Personnel Folder.

(d) Involuntary reassignments of career SES members may not be made within 120 days after the appointment of a SECNAV or the assignment of a new immediate supervisor who is a noncareer appointee. An exception to this provision may be made if, (1) the reassignment is based on a disciplinary action initiated prior to such appointment or, (2) the reassignment is proposed as a result of an unsatisfactory annual performance appraisal.

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(2) Recruitment Actions. If a vacant SES position cannot be filled by reassignment of a DON SES member, then the position may be filled by other internal placement actions or by recruitment action. Recruitment, when initiated, will be accomplished following merit system principles and in compliance with the equal employment opportunity principles and may be initiated concurrently with the provisions of 9a(1). A recruitment plan will be developed and approved by the component ERB or appropriate line management officials specifically delegated this authority by the component ERB. SES vacancies will be announced by issuance of a published vacancy announcement with a government-wide area of consideration as a minimum. The rating and ranking of SES candidates will be done by AERBs. The AERBs will be individually appointed for each recruiting action by the appropriate line management officials specifically delegated this authority. The AERB will consist of a minimum of three line management officials from the following: (1) a representative of the component ERB, (2) the appropriate functional area; and (3) the activity where the vacancy exists. At least one AERB member must be a career SES member. The chair of the AERB will be assigned responsibility for ensuring that the process is consistent with equal employment opportunity regulations. Veterans preference is not a factor in the rating and ranking of SES candidates. The process will provide for adequate consideration of the candidates on the basis of their skills, knowledges, abilities and other factors as required by an established qualification standard for the position. The selecting official may choose from referrals made by the AERB, subject to the approval of the managerial qualifications of the selectee by an OPM QRB for initial appointment. New career appointees must serve a one-year probationary period.

b. Noncareer Appointments. The number of noncareer SES appointments is limited and these appointments will be controlled by SECNAV. Recruiting will be concentrated in areas where qualified candidates can reasonably be expected to be located, and announcements may be issued as considered necessary. Selections for these appointments are subject to the prior approval of the Assistant to the Secretary and Deputy Secretary of Defense. This approval will also be required for reassignment of on-board noncareer appointees to other general positions within the DON. No probationary period is required for a noncareer appointee.

10. Details. Details may be authorized at the local level to SES positions for short periods to meet emergency needs and during reorganizations. Such details should be limited to the shortest practicable time but in no case exceed one year. Details which exceed 180 days must be specifically justified, and approved by the component ERB Chair.

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11. Objective Setting, Performance Appraisal and Bonus Awards Process

a. The objective setting, performance appraisal and bonus awards process is conducted on an annual cyclic basis, and is accomplished in the following basic steps: issuance of managerial guidance from appropriate levels in the chain of command; setting of objectives by the SES member and supervisor; interim reviews of performance; supervisory and self appraisals; review of appraisals and ranking by PRBs; and, approval of ratings and bonuses by the PRB sponsor.

b. Performance Review Boards. PRBs will be appointed by the sponsor and consist of at least five members each, more than 50 percent of which must be career SES appointees, with the remainder as noncareer SES or military personnel of flag rank. Members will normally serve 2-year overlapping terms. Boards should be organized so that the appraisals reviewed are of a manageable size, but large enough to provide a reasonable distribution of the workload. PRBs review the reasonableness of the appraisals and distribution of the ratings, consider any supplemental information provided, and must at least rank order the appraisals of SES members recommended for bonuses. They then forward the appraisals, along with their recommendations, to the appropriate appointing officials. When approved, appraisals are forwarded to the Board sponsor for final action. Five performance rating levels have been established--three in the Fully Successful range, one Minimally Satisfactory, and one Unsatisfactory. SES members must serve at least 120 days under approved objectives to receive a performance appraisal. Only career executives whose performance is rated Fully Successful or better are eligible for bonus awards.

12. Executive and Candidate Development. The DON Executive and Management Development Program consists of three segments: incumbent executive development, SES candidate development, and managerial development (grades 13-15). SES components are responsible for oversight and monitoring of the two segments which concern the SES. Executive development is considered to be a valuable tool in achieving SES performance objectives and, as such, should be an integral part of the performance appraisal cycle. Executive development is also part of the SES rotation program. Assignment to developmental positions within DON and attendance at executive development programs offered by universities, institutions, war colleges, etc., should be considered as an integral part of the planning for rotational assignments for SES members.

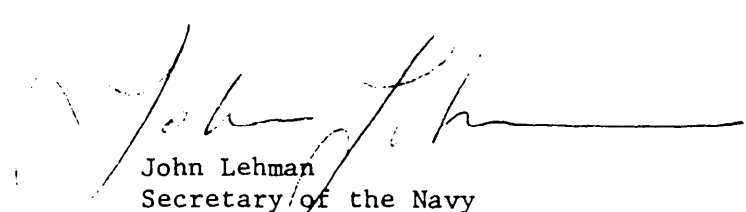
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13. Reduction in Force (RIF). SES members adversely affected by reorganizations, job abolishment, withdrawal of SES spaces or other similar actions, will be placed in a continuing vacant SES position for which they meet the technical qualification requirements, if such a position is available within the Department. In the event such placement cannot be effected, competitive RIF procedures will be used to determine retention. Such procedures must ensure that RIF determinations are made primarily on the basis of performance related factors and responsibility of the position.

14. Removal of SES Members. Authority to remove career executives from the SES may be exercised by activities to the Echelon 2 level, subject to prior notification of UNSECNAV via the Chair of the component ERB. Career appointees may be removed from the SES during probation when it is apparent that the member's conduct and or performance is not of the level expected of an executive. Career members may be removed from the SES after the probationary year, only for less than fully successful performance, misconduct, neglect of duty or malfeasance, or under RIF procedures. Performance related removals are processed under Part 359 of the Code of Federal Regulations; disciplinary actions are effected under Part 752, and RIF actions under Part 359. Failure to accept a directed reassignment is also subject to removal action under Part 752. Noncareer appointees may be removed at any time subject to the concurrence of SECNAV or UNSECNAV and the Assistant to the Secretary of Defense and Deputy Secretary of Defense..

15. Action. Each component shall operate their SES programs in consonance with this directive. Records and reports affecting SES must be forwarded to the Special Assistant for Executive Personnel (OCPM-OOP) via the appropriate chain of command.

16. Reports. Reports contained in this instruction are exempt from reports control by OPNAVINST 5214.7.



John Lehman
Secretary of the Navy

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(See page 11)

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CHARTER FOR THE
DEPARTMENT OF THE NAVY
CIVILIAN EXECUTIVE RESOURCES BOARD (DONCERB)

The Under Secretary of the Navy (UNSECNAV), with the advice of the Navy Civilian Executive Resources Board (DONCERB), is responsible for developing and monitoring systematic, substantive and viable programs to manage executive positions in the Navy, and ensure the appropriate selection and utilization of incumbents of executive positions and for the allocation of the spaces themselves.

The DONCERB members are: UNSECNAV as Chair; the four Assistant Secretaries of the Navy; Vice Chief of Naval Operations; Assistant Commandant of the Marine Corps; the General Counsel of the Navy; and a senior SES career member on a rotating basis.

The Director of Civilian Personnel Policy/Equal Employment Opportunity will serve as Technical Advisor.

The Special Assistant for Executive Personnel (OCPM-OOP) will serve as the non-voting Executive Secretary, and provide administrative support.

The DONCERB has the authority and responsibility for the development of Department-wide policies and programs relative to the management and administration of the Senior Executive Service (SES). This will include the Navy's Rotation Program, designed to ensure that DON SES members rotate jobs at least once every five years, unless granted a waiver by SECNAV. The DONCERB has the authority to approve such rotations, but only SECNAV may issue waivers. All other reassignment actions will be reported to the DONCERB annually. Conflicts between components in effecting reassignment actions, will be elevated to the DONCERB for resolution.

Enclosure (1)

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DEPARTMENT OF THE NAVY
SENIOR EXECUTIVE SERVICE
ROTATION PROGRAM

1. General. The Senior Executive Service (SES) rotation program is established to provide the capability of ensuring that the Department of the Navy (DON) meets its mission requirements and strengthens the role of the SES in this national priority. Our best SES talents will be identified and used to the best advantage of DON and to provide SES members the opportunity to realize their full potential. To accomplish this, the Secretary of the Navy (SECNAV) has directed that every career SES member must be rotated to an entirely different assignment not less than once every five years. To remain in an assignment beyond five years requires approval of the SECNAV.

2. Program Operations

a. The Department of the Navy Civilian Executive Resources Board (DONCERB) will:

(1) Implement the policy for and oversee the operation of the SES Rotation Program.

(2) Recommend waiver requests/requests for permanent exemptions from rotation to SECNAV for approval.

(3) Notify SES components of SECNAV's and its decisions.

(4) Report annually to SECNAV the status of the program.

b. The SES components will:

(1) Execute DONCERB SES rotation program policy.

(2) Ensure the development and effective utilization of SES members in their components.

(3) Recommend to other components and to the DONCERB proposed rotational assignments of SES members with five or more years in their positions.

(4) Recommend waiver requests/requests for permanent exemptions to DONCERB.

(5) Notify SES members of actions/decisions of SECNAV and DONCERB.

Enclosure (2)

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3. Program Criteria

a. Rotational Assignments

(1) Rotational assignments must be to completely different positions; however, SES member must meet technical qualifications of the position.

(2) Cross component mobility is stressed. Components are to negotiate rotational assignments among themselves.

(3) Components may ask DONCERB to make rotational assignment recommendations when the components are unable to effect one. However, the acquiring component need not accept a DONCERB reassignment recommendation.

(4) Reassignments made within an organization because of organizational needs, priorities, changing programs, etc, may continue to be effected. Such reassignments will be reported to the DONCERB on a semiannual basis.

b. Waiver Requests

(1) Components must provide justification when requesting waivers. Waivers may be requested based on organization needs, program necessity, continuity during military turnover, prospective retirement, transfer of an SES member, etc.

(2) Only waiver requests for more than six months duration will be forwarded for SECNAV consideration.

(3) Date SECNAV approves waiver is the effective date.

c. Permanent Exemptions. Components must provide justification which must be based on the uniqueness of the position (one of a kind) or unique technical qualifications of the SES member, or other factors which make rotational assignments impracticable.

4. Program Data Network. The Director, Civilian Personnel Policy/EEO, (DCPP/EEO), OASN(M&RA), will establish a data collection and reporting system to ensure that:

a. Potential available SES positions are made known to all members of the SES.

b. SES members have an opportunity to indicate their preference for future vacant positions.

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c. Supervisors of SES positions, likely to become vacant, can query central points of contact to determine who might be available to fill their vacancies.

5. SES Rotation Procedures

a. When a vacancy occurs (or is projected) the cognizant component ERB will review the position requirements to determine if the position in question remains valid and that it has priority precedence over valid proposed SES positions.

b. The cognizant component ERB, in conjunction with the appropriate manager, will develop a planned staffing strategy (i.e., reassignment or competitive recruitment).

c. The Chair of the component ERB will notify all of the other component ERBs--announcing the vacancy and the planned method for filling the vacancy (with a copy of the valid position description). A copy of this transmittal will be provided to the DCPPEO or Special Assistant for Executive Personnel (OCPM-OOP). If the vacancy is to be filled by competitive recruitment, recruitment action may be initiated at this point.

d. Each of the other component ERBs will have 15 days to review the vacant position requirements to determine if they propose a candidate for the position (or otherwise comment upon the planned staffing strategy of the affected cognizant component ERB).

e. Consideration of referrals from other ERBs and recruitment action, if initiated, may be conducted concurrently. If the ERB elects not to select any of the nominees of the other ERBs, the Chair must so notify the proposing ERBs (with a copy to the DCPPEO) in writing. The proposing ERB may elect to enter into further discussions with the affected ERB (if the situation warrants). If agreement cannot be reached at the component ERB level, the arguments may be presented to the DONCERB for resolution. If a reassignment candidate for the position is accepted, the recruitment action will be terminated.

f. For positions to be vacated as a result of the application of the 5-year rule, if the affected component ERB cannot place the SES member in question internally in a substantially different position, a "qualifications package" for that

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individual will be provided to all of the other component ERB's for review. That qualifications package will consist of a biographical summary/resume or other information regarding the individual's background, the latest SES Appraisal of the incumbent and a reflection of the individual's preference for assignments.

Enclosure (2)

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SUMMARY OF ASSIGNED DELEGATED RESPONSIBILITIES UNDER SESNATURE OF ACTIONLEVEL OF APPROVAL

EXECUTIVE SPACE ALLOCATION

SES Component
Executives Resources
Board

POSITION ESTABLISHMENT

Assistant Secretary
of the Navy (M&RA)

PAY SETTING

o Initial salary

Selecting official
through ES-4; UNSECNAV,
ES-5/6

o Salary Increases

Appointing official
through ES-4; Chair,
DONCERB ES-5/6

o Reduction in Pay

Echelon 2 Activity
Head with prior
notification to
component ERB Chair
and UNSECNAVo Recruitment plan (including
qualification standard and
evaluation plan)

*Component ERB

o Rating and ranking process

Ad hoc ERB

o Qualification approval

- Technical qualifications

Ad hoc ERB - new
appointments; Component
ERB other actions

- Managerial qualifications

QRB - new appointments
only

*May be redelegated by component ERB.

Enclosure (3)

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NONCAREER APPOINTMENTS

Office of the Secretary of
Defense

REASSIGNMENTS OF DON CAREER
MEMBERS

- o Within same activity Local management official
at gaining activity or
Chair component ERB
- o To different activity
 - Voluntary Management official
at gaining activity
or Chair ERB
 - Involuntary Management official at
gaining activity and Chair
of the component ERB

ROTATION PROGRAM:

- o Rotations of career SES DONCERB/component ERBs
members in current
position 5 years or more.
- o Waivers or exemptions SECNAV

REASSIGNMENT OF DON NONCAREER
APPOINTEES

OSD

REINSTATEMENT OF FORMER CAREER
MEMBERS OR TRANSFER OF MEMBERS
FROM ANOTHER AGENCY

Appointing official at
gaining activity

DETAILS

180 days-management
official; exceeding 180
days-Chair ERB

PERFORMANCE REVIEW PROCESS AND
APPROVAL OF FINAL RATING

Appointing official with
assistance from PRBs

BONUS AWARDS

PRB Sponsor with
recommendations from
PRBs

Enclosure (3)

SECNAVINST 12920.1B

23 DEC 1986

INCENTIVE AWARDS

SES Component ERBs up
to \$4,500

REMOVALS

Echelon 2 activity
Head with prior
notification to the
Chair of component
ERB and UNSECNAV

OVERSIGHT RESPONSIBILITY

OPM/UNSECNAV/DONCERB/
Component ERBs

Enclosure (3)